

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-016
Final Filing Date:	August 29, 2008 or Until Filled

Position:	Salary:	Location:
Staff Services Manager I	\$5,079 - \$6,127	Healthcare Workforce Development Division Office (HWDD) Office of Statewide Health Planning and Development 400 R Street, Suite 330 Sacramento, CA. 95811

General Statement:

Under the general direction of the SSMII, the incumbent is responsible for the analytical work completed in the Health Careers Training Program (HCTP) unit of HWDD.

Duties:

- Provides supervision, management, and policy direction to four professional staff and related administrative support staff including the preparation of probationary reports and the annual preparation of staff's individual development plans.
- Supervises, monitors, and directs the workload activities of the HCTP staff.
- Serves as lead on budget drills for the Research, Policy, and Planning Section including the preparation of Administrative Adjustments, Mid-Year Projections, and Budget Change Proposals.
- Facilitates industry and education partnerships designed to increase health professions education and training opportunities.
- Analyzes, reviews, and make comments on the impact of state and federal legislative proposals on state health workforce policies and programs.
- Manages HCTP website updates; oversees the preparation of HCTP marketing materials and grant applications; and reviews and approves information for the HWDD year-end summary.
- Represents the HWDD on special task force or advisory committees.

Desirable Qualifications:

- Prior management/supervisory experience.
- Ability to supervise multiple projects and monitor deadlines.
- Knowledge of healthcare workforce trends and issues.
- Excellent written, oral and interpersonal communication skills.
- Good judgment in dealing with management, staff, stakeholders, and other public agencies.
- Proficiency with Microsoft Office applications particularly Excel, Word and PowerPoint.

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Only the most qualified applicants will be interview. Appointment is subject to SROA/surplus policies.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or Employment Application, STD. 678, and a resume to:

OSHHPD - Healthcare Workforce Development Division

Attention: Senita M. Robinson, (**JOB #08-016**)

400 R Street, Suite 330

Sacramento, CA. 95811

For more information contact Senita M. Robinson at (916) 326-3700

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.